

Equipment Inventory

Most of our equipment inventory is provided for your use at no charge. This includes banquet, classroom and buffet tables, chairs, podium and wired microphone. If your needs exceed our available inventory we will be happy to provide you with a list of outside vendors so you can arrange for the rental of additional equipment.

Available equipment is outlined in the inventory list below. This list represents our inventory and is kept as current as possible. We can provide only the items shown on this list. However, please understand that if your meeting runs concurrent with other events, equipment is set up on a first request basis so some items may not be available.

60" Round Banquet Tables	49		48" Round Tables	2
72" Round Banquet Tables	10		Large Screen 8'x10'	1
6'x30" Buffet Tables	55		Small Screen 6'x4'	2
5'x23" Classrooms Tables	50		50" Plasma TV	2
Handicap Podium	1		DVD Player	2
Regular Podium	2		Easel	6
Staging 6'x8' sections	10		Padded Ballroom Chairs	450
Dance Floor 3'x3' sq	64		Video Projector	2
Wireless Microphone	2		Lapel Microphone	1
Standing Microphone	3		Mixing Board	2
Grand Piano	1		Upright Piano	1
Table Top Podium	2		Portable Bar	2
American Flag	3		State Flag	3
AV Cart	1		Portable White Board	1

Facility Overtime Charges

Standard operating hours for the Center are 8:00 am to 11:00 pm, although arrangements for activities outside of these hours may be approved. Times earlier or later than the standard building hours are subject to overtime charges. The time specified on your contract includes all set-up, clean-up and event times. Additional time outside of the original contract will be billed at the appropriate hourly rate.

We schedule our staff to cover the contracted operating hours; we will be happy to cover additional hours but need to be notified well in advance if additional labor is required. Please keep in mind that last minute requests for time changes may not be possible.